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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Building Maintenance and Utilities Div. DATE: 5 March 1952

FROM : Acting Chief, Telephone Branch

SUBJECT: Telephone Branch Monthly Report

1. Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of December 1951.

Telephone Service Bill	\$17,293.39
Long Distance Bills	6,557.75
	944.80
T.T. Channels, L.L.'s, P.L.'s and TWX	1,512.67
Miscellaneous	<u>173.71</u>
	\$26,482.32

25X1A

2. The following additional information is submitted for the month of December 1951.

- a. Total number and cost of outside local calls placed over switchboard,
 No. of calls - 111,708 Cost - \$3,911.78
- b. Non-recurring installation charges for station equipment --- \$786.00
- c. Recurring rental of new station equipment less value of station equipment disconnected - increase \$248.82
- d. Non-recurring move or relocation charges for station equipment already in use --- \$325.50

25X1

3. Estimated Telephone Company premium overtime chargeable to this Agency for the month of February 1952.

Total Hours -- 165

Estimated Cost - \$825.00

4. Also, listed below are estimated amounts for services to be rendered during the month of March 1952.

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Telephone Service Bill	\$22,000.00
Long Distance Bills	8,000.00
<div data-bbox="509 564 1227 600" style="border: 1px solid black; width: 442px; height: 17px;"></div>	1,200.00
T.T. Channels, L.L.'s, P.L.'s and TWX	2,000.00
Miscellaneous	300.00
	<u>\$33,500.00</u>

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5. A total of 63 requisitions for services were processed by this Branch during the month of February 1952. These included requests for moves, changes of equipment, additional equipment, termination of equipment, etc. There are 742 unused branch lines

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